

Receptionist – 2 part-time positions

(Senior Office Assistant) *Sacramento, CA*

\$16,049–\$20,062 part-time annual + Opportunity for Performance Bonus

THE POSITION

Our Sacramento office is seeking 2 part-time Senior Office Assistants to perform lead receptionist functions for the organization. The incumbents will perform various administrative duties in addition to dealing tactfully and courteously with clients, applicants, and the general public over the telephone and in person. The positions require the ability to multi-task while performing receptionist duties.

KEY DUTIES

Duties may include, but are not limited to:

- Answering calls on an automated multi-line phone system and transferring calls accordingly.
- Assists customers via telephone and provides information as necessary.
- Maintains good communication with co-workers in order to stay updated on program/project changes that may affect reception services.
- Provides excellent and courteous customer services in person and over the phone.
- Ensures all visitors adhere to security procedures by signing in and receiving badges before entering building.
- Performs accounting functions including bank deposits.
- Performs a variety of difficult and complex clerical tasks in areas such as data entry, word processing, records maintenance, filing and mail handling.
- Maintains established CPS-wide programs such as recognition and service awards.
- Operates a wide variety of office equipment, including computers, copiers, printers, and other machines.
- Compiles data and information for reports.
- Performs other duties as assigned.

QUALIFICATIONS

Education: Equivalent to a high school diploma or possession of a General Educational Development (G.E.D.) credential.

Experience: Two years of experience performing general clerical duties, including customer service, reception, filing, copying, computer operation, and document preparation.

SELECTION PROCESS Qualified candidates must complete the online application form at: <http://www.cps.ca.gov/JobOpportunities/>. Those most qualified will be contacted to participate in a **written examination**.

FINAL FILING DATE: **Open until filled.**



THE ORGANIZATION

CPS is a self-supporting public agency providing a full range of human resource services to the public and nonprofit sectors. We have unique expertise in delivering HR management and consulting services, employment testing, assessment services, and applicant tracking software to government agencies throughout North America. We assist organizations across the talent management continuum in recruiting, selecting, and developing employees.

BENEFITS

Our excellent benefits package includes; health, dental, vision, life, PERS retirement, and many other competitive benefits.

**CPS IS AN EQUAL
OPPORTUNITY
EMPLOYER**



Human Resource Services

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